

Lake Illawarra South Public School



Parent Information Handbook

REVISED OCTOBER 2015

Principal

Mrs Jacqueline Piggott

School Address

Lake Illawarra South Public School
119 – 129 Reddall Parade
Lake Illawarra South NSW 2528

Phone

4295 1934 or 4295 1924
Fax 4297 2803

School Website

www.lakeillaws-p.schools.nsw.edu.au

Email

lakeillaws-p.school@det.nsw.edu.au

School Hours

<i>Playground supervision begins at 8.15am</i>	
8:40-10:40	Morning session
10:40-10:50	Recess eating time
10:50-11:10	Recess playtime
11:10-1:00	Middle session
1:00-1:40	Lunch playtime
1:40-2:40	Afternoon session

Before and After School Care

Schools are not expected to provide supervision for students any earlier than the half hour before normal school classes commence in the morning. When normal classes finish in the afternoon it is expected that students will safely depart the school. We do not have a Before and After School Care facility on site, however there are several services operating at other sites, who drop off and pick up students via mini-van.

Peak Sports & Learning- 1300 467 325 or admin@peaksportslearning.com.au
Skoolzout! Flinders- 4297 6303

Our School

School organisation

Primary schools in NSW follow a curriculum based on stages of learning. Each stage is equivalent to two school years, with Early Stage 1 being the exception.

Early Stage 1 - Kindergarten

Stage 1- Years 1 & 2

Stage 2- Years 3 & 4

Stage 3- Years 5 & 6

The arrangement of these stages varies to meet the staffing allocation of the school. Schools are staffed on the total number of students, not students per stage or grade.

Staffing

The school has a non-teaching Principal and three teaching Assistant Principals. Together they form the school executive. The school executive is responsible for driving the direction of the school in consultation with students, staff and parents. In addition to classroom teachers, the school has a number of teachers who work with staff and students, to improve student outcomes.

Learning Support Team

The school operates an effective Learning Support Team. This team meets regularly to discuss and plan how to meet the needs of individual students who may require special assistance, be it remedial or extension, or have significant welfare and social needs.

Administration and the office

Absences

Regular attendance at school is vital to student progress. Any absence *must* be explained in writing, signed by the parent or caregiver and handed to your child's teacher. The Home School Liaison Officer regularly monitors attendance and contacts parents if there appears to be a problem, offering assistance as required.

Late Arrivals and Early Departures

Students are encouraged to arrive on time to school. Research has shown that those arriving on time are best prepared for the school day and demonstrate the greatest progress. Late arrivals must attend the office with a written explanation and collect a late note before proceeding to the classroom.

Please be on time to collect children at 2.40 each day. Students leaving early are required to attend the office with their parent or carer (who must be over 18 years of age) and be signed out. Teachers are not able to release students without the appropriate paper work from the office.

Visiting the School During School Hours

Parents wishing to access the school after 9.00am and before 2.30pm must do so via the administration gate on Reddall Parade. All other gates are locked during the school day.

Change of Personal Details

Please contact the school office if details of your address, telephone numbers, or emergency contacts change. It is vital the school has up to date information if we are to be able to contact you in an emergency.

Money Collection

Money required by students for sporting events, extra curricula activities and excursions should be handed directly to the classroom teacher (not to the office). Please assist the office by placing money in an envelope, clearly labeled with your child's name, class and the purpose.

Student Assistance

The school has limited amounts of funding to assist families in need, meet the cost of extra curricula activities such as excursions, sporting events and visiting performers. Student assistance is also available to assist in meeting the cost of uniforms. Families need to be aware that the guidelines under which funds can be administered are tightly controlled and funds are limited. Please see the Principal for more information.

Court Orders and Custody Documents

Families with orders issued through the court must bring these documents to the office. The school is not able to enforce any request made by parents in regard to these matters without the official documents. It is essential parents keep the school informed of any changes, as soon as they occur, as the school is legally bound by the documents we are in possession of.

Privacy Act

In order to publish photos of students in our newsletter, on the internet, via social media such as Facebook or Skoolbag or in the wider community, the school needs to obtain written permission from parents. These "Privacy Act" notes are issued on enrolment and kept for the duration of the student's enrolment at this school. Authority to publish photos can be rebuked at any time by sending a written note into the office.

Contacting Teachers

Parents and caregivers are invited to make an appointment to speak to teaching and executive staff when the need arises. Teachers cannot speak during class time, as they are engaging students in learning activities. If you are unable to visit the school in person, please contact the office to arrange a phone interview.

P&C

Our Parents and Citizens Association (P&C) meets regularly throughout the year. Meetings usually take place on Monday evenings. Dates and times are advertised in the school newsletter. New members are always welcome so please come along and have your say.

Volunteers at School

At Lake Illawarra South, we love having parents and caregivers helping in our classrooms. There are many opportunities to assist students and teachers. You are invited to read with students, help during hands-on Mathematics or art lessons, change home readers, sharpen pencils or cover books. If you are interested, speak to your child's teacher.

Please be aware of the Department of Education Policy that all volunteers must complete a working with children check clearance. You can apply online at www.kidsguardian.nsw.gov.au. Once you have your number it must be provided to the school for our records. When you visit the school as a volunteer, please sign in at the office.

When helping we ask that you use appropriate language, be positive and encourage students, follow teacher directions, ask for teacher assistance if you are having problems with a student and maintain confidentiality.

Getting Information

The school website, our Facebook page and the Skoolbag App are a valuable sources of information. Visit us at <http://lakeillawarra.schools.nsw.edu.au>, find *Lake Illawarra South Public School* on Facebook and download the *Lake Illawarra South PS Skoolbag App*.

Our school newsletter is issued every Wednesday online, through Skoolbag and on the website. Please take the time to read this document as it contains useful information in regard to school activities.

Reporting to Parents

The school operates a multi faceted reporting system in line with the NSW Department of Education syllabus documents and Assessment and Reporting Policies. Assessment is ongoing throughout the year. Reports go home to families twice a year (end of Terms Two and Four). Report formats are set out as required by the NSW Government.

Uniforms

The P&C sell the school shirt, school jumper and sport shirt. The uniform shop is open on Monday and Thursday mornings between 8.15 and 9.00am. Orders with accompanying money can also be handed in at the office and passed onto the P&C. Other uniform items, such as navy skirts, navy skorts, navy trousers and tracksuit bottoms are available at local shops. The Uniform Policy can be found on our website.

Canteen

Our canteen is open Wednesday to Friday each week. Students are able to order their lunch on these days. A menu is issued at the beginning of each year. When ordering you must:

- Write your child's full name and class on a paper bag (or envelope if you do not have a paper bag).
- List your order and the price of each item.
- Place the total money due in the paper bag (or envelope). Any change will be taped to the bottom of the bag.
- Place in the box located at the canteen window BEFORE school.
- All frozen items need to be collected from the canteen. Students must take their bag to the canteen, after eating time, to collect.

Assemblies

The school has one formal assembly each Friday at 12.30 pm, in the Hall. Our Year Six school leaders run the assembly and each week a different class presents a short item. Parents are welcome to attend.

Medical Consent and Medication

Parents / Caregivers are required to inform the school if there are medical concerns for their child. An Individual Health Care Plan may need to be developed in consultation with the school to ensure appropriate care is administered if required. Updating information on these forms is important and the office should be notified immediately of any changes to care of a condition eg Asthma, Anaphylaxis etc .

Parents of students requiring the administration of medicine (prescription only) at school need to complete the appropriate paper work at the office and participate in the construction of an Individual Health Care Plan as required by the NSW Department of Education. All medication is to be supplied by parents, clearly labeled with child's name, dose and time medication is to be taken. Medication **MUST** be supplied in the original packaging or bottle. The Health Care Policy is available on our website.

First Aid

All staff are trained in Emergency Care procedures. When ill or injured, students are offered the best possible care we can provide at the time. We do not have a trained nurse on staff and only basic assistance can be offered. Parents are contacted in cases requiring a higher level of care. We do not keep or administer paracetamol to students.

Infectious Diseases

Vaccination is the personal choice of parents and cannot be enforced by the school. If an outbreak of an infectious disease occurs, students who are not vaccinated will be requested to remain at home. The NSW Department of Health advises children must be isolated from various diseases for the following period of time-

- Conjunctivitis - until discharge has ceased
- Chicken Pox - at least 5 days
- Measles - at least 5 days
- Mumps - at least 7 days
- Rubella - at least 7 days
- Impetigo - until sores have healed
- Slap Cheek - while fever is present

Please advise the school immediately if your child has any of the above, as there may be students or family members to which these diseases could be extremely harmful.

Head Lice

Head Lice is an ongoing problem in all schools. The school is not able to check children's head or isolate these children from class. However, if a child is found to have head lice every effort is made to contact the parent to ensure the child is treated and eggs are removed from hair. Notes are also distributed to all class members so follow up can occur.

Teaching and Learning

Curriculum

In NSW schools, all teaching and learning is focused on six learning areas:

- English
- Mathematics
- Science
- Human Society and its Environment encompassing History and Geography
- Personal Development, Health and Physical Education
- Creative Arts

Aboriginal Student Support

The school works to promote and share the Aboriginal and Torres Strait Islander heritage of our nation. All students study the Aboriginal culture as part of an integrated curriculum.

Sport

The school operates a varied PE and Sport program. All students participate in a skills-based physical education program where the emphasis is on fun, co-operation and participation. Students in all Stages take part in weekly sport. Gala Days and special interest sport is available to Years 3-6. Three major carnivals are held each year: Swimming, Cross Country and Athletics. A learn to swim program of two weeks duration is offered for non swimmers, by instructors from the NSW Department of Education - Special Swimming Scheme.

Sport House Groups

Students are allocated a house groups when they are enrolled. They can wear their house colours to school carnivals. The four House Groups are as follows:

- Pelicans (Yellow)
- Gulls (Blue)
- Cranes (Green)
- Swans (Red)

Homework

Homework is issued by class teachers in accordance with the Department of Education Homework Policy. Homework is a revision of work being completed in class. There is no consequence for the non-completion of homework, however rewards may be offered for completion.

Home Reading

A valuable task that a child can complete at home is to read on a regular basis. An organised home reading scheme operates in Kindergarten to Year 2. The Library is an excellent source of quality books that can be borrowed and shared at home.

Student Welfare

Student Welfare Policy

The Student Welfare Policy outlines the general principles and actions of the school and its community that underpins the school's positive and negative discipline systems. The school is currently reviewing the Student Welfare Policy.

Positive Behaviour for Learning (PBL)

PBL is a school wide system that promotes positive values, positive behaviour and academic success. Our school is currently in the initial phase of the PBL program, developing a series of explicit teaching modules that build an understanding of the expectations of behavior for all students in the classroom and playground.

Values

Respect

Safety

Responsibility

Rights

I have the right to be respected.

I have the right to be safe.

I have the right to learn.

Awards

A variety of awards are given out throughout the year. Each classroom teacher awards two (K-2) or three (3-6) achievement awards at the whole school assembly each week. In addition, an award for each of the three school values is given to students from each class, each week. The Annual School Presentation Day takes place in December each year. At this event, awards are given to our highest achievers throughout the year for academic excellence, citizenship and other categories nominated by classroom teachers.

Bullying

At Lake Illawarra South Public School, bullying (physical, verbal, electronic or emotional) is not tolerated. Students are taught to be 'BRAVE.' That is; **B**e calm, **R**espect yourself and tell them to stop, **A**tttempt to ignore, **V**iolence is not the answer, **E**xpress your feelings and concerns. If bullying should occur, students should report it to a teacher, stage supervisor or principal so that it may be dealt with promptly.

Sun Safety

The school regularly promotes sun safety. Students must wear school hats when playing outside. They may also bring and apply sunscreen regularly. If children do not wear a hat, they must play in the shade. It is the parent's responsibility to supply a school hat and sunscreen and ultimately the student's responsibility to wear it.

Travel to and from school

Bus

A school bus operates from various locations around the neighbourhood. A map detailing the route is available at the office. Parents are invited to apply to the Department of Transport for a free bus travel pass. Please see the office for a form. Students not eligible for free travel need to pay the fare as dictated by the bus company at the time. In general, students in Years K-2 receive a free bus pass. Students in Years 3-6 who do not live outside the radius identified by the Department of Transport, must pay.

Bikes

Students may ride bikes to school providing they have a helmet and walk their bikes in the school grounds. Bike racks are provided.

Skateboards and Scooters

Skateboards and Scooters are discouraged, walkways outside the school grounds are limited and students should not ride on the road. Helmets should be worn if riding a skateboard or scooter. Riding in school grounds is not permitted.

Technology

Bring Your Own Device (BYOD)

At their classroom teacher's invitation, students are permitted to bring a device, such as a tablet, to school. Students bring their devices onto the school site at their own risk and are responsible for the maintenance, troubleshooting and charging of the device. Students and their parents are required to sign a BYOD agreement.

Internet Use

The internet plays an increasingly important role in the education of all students at our school, however students must agree to abide by the NSW Department of Education Code of Conduct in regard to internet use. Recent changes to NSW Department of Education policy states that schools can assume internet use is permitted unless parents specifically request in writing that this is not to be the case.

Mobile Phones

Mobile phones are permitted on school grounds, however they must remain on silent and in bags at all times. The school can legally confiscate the mobile phone if it is being used in contravention of these rules. Any phones confiscated will be returned at the end of the school day. The school prefers that students do not bring mobile phones and any items brought to school are the student's responsibility. The school will not be held accountable for any item lost, broken or stolen while at school.

If you would like further information about anything contained in this handbook, please contact the office.

